

**MASSACHUSETTS NATIONAL GUARD
FULL-TIME MILITARY TOUR (AGR)
VACANCY ANNOUNCEMENT**

**HUMAN RESOURCE OFFICE
50 MAPLE STREET
MILFORD, MA 01757-3604**

NUMBER: FY04-18 (AGR) EXPIRES: 13 FEB 04 DATED: 29 JAN 04

1.ELIGIBILITY. Applications are currently being accepted for the following position in the Massachusetts Army National Guard under the provisions of 10 USC 681, Title 32 Section 502. This job is open to NATIONWIDE TO ALL ENLISTED SOLDIERS ELIGIBLE FOR ENLISTMENT IN THE MAARNG. **The Personnel Automated Records Center (PARC) will accept applications until 1630hrs, 13 FEB 04**

Position: LOGISTICS NCO	Location: 1ST (WMD) Civil Support Team 141 Speen Street, Natick, MA 01760-4137
Max Grade: SFC/E7 Min Grade: SGT/E5	MOS: 92Y40
Unit POC: MAJ Furey (508) 233-6488	AGR Branch POC: SFC Pankey (508) 233-7159
Salary: Full-time Military Pay & Allowances based on rank and time in service	Web Site: http://www.mass.gov/guard

2. REQUIREMENT:

Individual selected will be militarily assigned to the unit and will be placed in the required duty position.

3. APPLICATION PROCEDURES.

ALL APPLICANTS will submit:

- a. A copy of this announcement.
- b. NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position) completed and signed.
- c. Photocopy of the most current DA Form 705 (APFT Score Card.)
- d. Class A DA photo taken within the past 12 months (a Polaroid type photo in Class A uniform is not acceptable).
- e. Statement from the commander/supervisor stating soldier meets height/weight/body fat requirements and is not enrolled in the weight control program.
- f. A letter of recommendation or performance evaluation will be submitted on soldiers not requiring an NCOER.
- g. Copy of his/her SF Forms 88 & 93 or 2807 & 2808 (Report of Medical Exam & Report of Medical History). To request these forms, soldier will submit a DA Form 543-R (request for Records) to the MAARNG Medical Command by Fax (781) 377-1088. Soldier will contact the Medical Records Room at (781) 377-8519 to confirm receipt of DA Form 543-R (per regulation: 7 day turn-around for request). NO WALK-INS AUTHORIZED.

NOTE: Any documentation missing requires a letter regarding the circumstances be enclosed in the application packet.

MASSACHUSETTS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

ALL APPLICANTS will forward the above paperwork to **JFHQ, MAARNG, ATTN: MAAR-PER-PARC, MILFORD, MA 01757-3604** or schedule an appointment with:

Customer Service: (508-233-6589). Personnel Automated Record Center (PARC) attaches:

- a. A certified copy of DA 2-1
- b. A copy of Retirement Point Accounting Management (RPAM) NGB 23B
- c. DD Form 214s and NGB Form 22s
- d. Copy of last 5 NCOERs

PARC then forwards the completed packet to HRO/AGR Branch (SFC Pankey). The President of the Board will contact qualified applicants for an interview. All applicants will be notified in writing within 30 days after the selection board.

4. JOB DESCRIPTION.

a. Receives, inspects, loads, segregates, stores, issues, delivers and turns in organization and installation supplies and equipment. Verifies unit of issue, description, and quantity of requested materials against issue and turn-in documents.

b. Determines requirements and uses Force/Activity Designator (FAD) to select priority designator for supply requests. Prepares request, assigns document numbers, prepares follow-up and cancellation requests, reviews and corrects hand receipt property listings and annexes. Prepares clothing and equipment records. Maintains automated supply system for accounting of organizational supplies and equipment.

c. Prepares documentation for government property lost, damaged or destroyed. Coordinates supply activities with supply and service and motor transport units. Prepares, reviews and annotates changes to unit material status report. Posts transactions to organizational and installation property book supporting transactions files.

d. Reviews doctrinal publications to determine adequacy of unit policies, procedures, and methods of requesting, receiving, accounting, issuing, storing and preserving individual, organizational and installation supplies and equipment.

e. Performs other duties as assigned.